

# INSTRUCTIONS FOR COMPLETING YOUR BUSINESS IMPROVEMENT DISTRICT ASSESSMENT BALLOT

## SAMPLE

## BALLOT

Your completed ballot should contain owner name, signature, & date in two separate locations.

LOCATION ONE

BOTH LOCATIONS  
ONE & TWO MUST BE  
COMPLETED

LOCATION TWO

City of Los Angeles  
Office of the City Clerk  
Administrative Services Division  
Special Assessments Section  
200 North Spring Street, Room 224  
Los Angeles, CA 90012

ASSESSMENT BALLOT TO FORM THE  
Los Angeles District 2013-2022  
PROPERTY BASED BUSINESS IMPROVEMENT  
(Pursuant to Section 53753 of the California Government Code)

Legal Owner: SMITH JAMES LLC

When voting, please mark 'X' clearly. Mark one box only.

☒ Yes. I approve of the establishment of the Los Angeles District 2013-2022 property based Business Improvement District, which will result in the assessment of the amount(s) indicated below, on the parcel(s) identified on this ballot. My vote is weighted by the amount of my total proposed assessment: \$950.57

☐ No. I disapprove of the establishment of the Los Angeles District 2013-2022 property based Business Improvement District. My vote is weighted by the amount of my total proposed assessment: \$950.57

Property Owner's Name: SMITH JAMES LLC

Property Owner's or Duly Authorized Signature: Arthur James

Title: PRESIDENT

Date: APRIL 15, 2012

Please place the assessment ballot inside the secrecy envelope and then into the return envelope and submit to:

Office of the City Clerk  
Special Assessments Section  
200 N. Spring Street, Room 224  
Los Angeles, CA 90012  
Facsimile: (213) 978-1130LL

STATEMENT OF AUTHORITY TO SIGN THIS BALLOT - (Must be completed by ballot signer)

I, ARTHUR JAMES, hereby certify (or declare) under penalty of perjury under the laws of the State of California that I am legally authorized as owner, or legal representative of owner, to accept the levy of liens (assessment amounts) on the property(ies) listed below. This statement is true, correct, and complete to the best of my knowledge as of 4 / 15 / 2012

BALLOT SIGNER'S SIGNATURE: Arthur James

APN	Property Address	Proposed Assessment	%	
1234567890	123 W Main St	\$525.37	0.0021%	1
1234567891	124 W Main St	\$425.20	0.0010%	2
Total Amount and %		\$950.57	0.0031%	

Los Angeles District 2013-2022 April 12, 2012 ID: 2

**BALLOT INSTRUCTIONS:** Property owner(s) **MUST** complete the following steps:

### A) REVIEW YOUR BALLOT

- 1) Match your name to the name listed as the legal owner.
- 2) Ensure that the APN numbers and property addresses on your ballot match your property.
- 3) Review the proposed assessment charge(s) and the percentage of the district-wide assessment associated with each individual parcel and for all your properties.
- 4) Consider the options presented on the ballot.

### B) MARK YOUR BALLOT

- 1) Fill in the box to either approve or disapprove the proposal listed in the ballot.

Instructions continue on reverse →

- 2) Fill out Property Owner's Name, Property Owner's or Duly Authorized Signature (*location one*), your title, and the date. (*This section affirms your ballot vote*)
- 3) Read the Statement of Authority to Sign This Ballot. Complete the name, date, and signature (*location two*) sections. (*This section affirms your authority to vote for the property. Please see WHO CAN SIGN section below*)

### **c) SUBMIT BALLOT**

You may submit your ballot in one of the following ways:

- 1) By Mail: **Place your completed ballot in the provided return envelope and mail to:**  
200 N. Spring St, Room 224, Los Angeles, CA 90012
- 2) By Facsimile: (213) 978-1130
- 3) In Person: John Ferraro Council Chamber Room 340, City Hall, 200 N. Spring St, Los Angeles, CA, 90012

**Please note:** Your ballot must be received prior to the public hearing scheduled to consider this matter. The date, time, and place of the hearing are included in the accompanying public hearing notice.

**Ballots will be weighted according to the financial obligation of the owners of the affected properties.**

### **WHO CAN SIGN THE BALLOT?**

**The property owner should fill out the assessment ballot. The following guidelines outline who can sign your ballot based on the ownership:**

If the property is owned by an individual, the individual must sign.

If the property is owned by a corporation, the ballot may be signed for the corporation by any officers pursuant to Corporations Code section 313 (i.e., the Chairman of the Board, President, or Vice President and the Secretary, any Assistant Secretary, the Chief Financial officer, or any Assistant Treasurer) or pursuant to the by-laws or by resolution of the corporation's Board of Directors.

If the property is owned by a partnership, any general partner may sign.

If two or more persons own the property as tenants-in-common, any one tenant-in- common may sign for all.

If two or more persons own the property in joint tenancy, any one joint tenant may sign for all.

If a property is held by a married couple as community property, both must sign the assessment ballot.

NOTE: In the event that more than one of the record owners of an identified parcel submits an assessment ballot, the amount of the proposed assessment to be imposed upon the identified parcel shall be allocated to each ballot submitted in proportion to the respective record ownership interests or, if the ownership interests are not shown of record, as established to the satisfaction of the agency by documentation provided by those record owners. (Government Code section 53753(e)(1))